



DELAWARE JUDICIARY FAMILY COURT

Non-Merit Position

(This position is exempt from the State of Delaware Rules and the
Judicial Branch Personnel Rules)

Posting # FY 12 001

DIRECTOR OF HUMAN RESOURCES

Opening Date: June 10, 2012

Closing Date: June 25, 2012

A Vacancy Exists

Salary: \$53,482 - \$80,222 per year (pay grade 18* salary range)

Recruiting For: Family Court of the State of Delaware

Location: City of Wilmington (Please check this location on your application).
New Castle County Courthouse

*Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement: An employee in this position works at the management level of human resources responsible for managing the entire human resources operations of Family Court which has significant union/contract administration and labor relations responsibilities. This employee plans, organizes, coordinates, and implements all human resources functions relating to Family Court; supervises subordinate staff; develops, recommends, evaluates, and implements human resources policies, procedures, and related activities and provides technical guidance, direction, and information to senior management and court administration; advises management and others on human resources issues by identifying and resolving problems and needs and ensuring that related goals and objectives established in accordance with the overall mission of Family Court are met.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. **Failure to do so will result in disqualification.** Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified."

1. Possession of a Bachelor's Degree or higher in Human Resources Management, Public Administration, Business Administration, Psychology, Sociology, Behavioral Science, Political Science, and related field or possession of a SPHR, PHR, IPMA-CP, IPMA-CS, or equivalent professional human resource certification.

2. Experience in human resources management which includes applying human resources theories, principles, and models to the administration of at least one of the following functional areas: Labor/Employee Relations, Benefits, Job Classification, Compensation Analysis, Pension, Recruitment, Selection, or EEO/AA.
3. Experience in policy administration which includes planning, developing, implementing, and evaluating policies and procedures.
4. Experience in establishing goals, objectives, and priorities in accordance with an organization's overall mission.
5. Knowledge of staff supervision which includes planning, assigning, reviewing, and evaluating the work of others.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/documents/index.shtml>

Submitting Your Application: Visit the website at www.courts.delaware.gov. Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Mail your application to: Family Court of the State of Delaware, Attention: Human Resources, New Castle County Courthouse, 500 N. King Street, Suite 3500, Wilmington, DE 19801.
2. Fax your application to: 302-255-2202, Attention: Human Resources
3. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: FC_Apps@state.de.us.

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The Delaware Judiciary - An Equal Opportunity and Affirmative Action Employer